

BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI**MOVEMENT FORM**

Application for attending Seminar / Conferences / Symposium / Workshops / Project Work/ experimental work/
field work / Project Visit etc.

Ref: DRIE /**(UNDER SPONSORED Project)**

Name :	Designation:	
Emp. Code:		
Name of Department / Extension Centre		
Project code		
Title		
Sponsoring agency		
Name, place, period of visit	From : To :	
Purpose project visit under the purview of funding agency.		
Exact period of leave required from institute (With justification for any extended period to stay , if so)		
Title of the paper submitted (with name of all the authors in case of multiple author paper):		
Whether sponsored by any organization other than project (give details regarding the other financial assistance)		
Approximate amount of Registration & TA (in Rs) required	Amount of Registration Fee	Amount of TA
Mention the name of the budget head under which the approval is sought for :		
Date	Signature of Applicant :	

Recommendation :

(Forwarding of Head / In charge of the Department)

To be filled by A/c office

Budget provision under travel or under the head the approval is sought for :

Fund available under Travel Grant(in Rs)	Amount Required for Visit (in Rs.)	Project End Date

(Approved / Not Approved)

AR Finance**AR R&DCell****Dean (Research, Innovation & Entrepreneurship)**

Note : Approval of the Vice chancellor will be required in case of any deviation from the institute policy

Form - M

BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI

(Sponsored through : Institute / Sponsored Project)

(Applicants' Copy: To be attached with TA Bill)

Ref. No.:

Date:

Name : _____

Emp Code: _____

Department: _____

Designation : _____

Purpose of Tour : _____

Date of Journey : _____ Destination : _____

Fare(To & Fro) : _____ Project code(if applicable) _____

Mode of Travel : _____ (Road/Rly/Air) _____ Halt(no. of Days) _____

Special Approval for AirFare: _____

(Not Approved/Approved subjected to availability of funds)

(Signature of applicant)

Dean (Research, Innovation & Entrepreneurship)

Form - C

BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI

(Sponsored through : Institute / Sponsored Project)

(Applicants' Copy: To be attached with TA Bill)

Ref. No.:

Date:

Name : _____

Emp Code: _____

Department: _____

Designation : _____

Purpose of Tour : _____

Date of Journey : _____ Destination : _____

Fare(To & Fro) : _____ Project code(if applicable) _____

Mode of Travel : _____ (Road/Rly/Air) _____ Halt (no. of Days) _____

Special Approval for AirFare: _____

(Not Approved/Approved subjected to availability of funds)

(Signature of Head/In-charge of the Department)

Dean (Research, Innovation & Entrepreneurship)

Form - C

BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI

(Sponsored through : Institute / Sponsored Project)

(Account's copy)

Ref. No.:

Date:

1. Name _____

Emp. Co _____ Dept. _____

Designation : _____ is required to go to _____

_____ (Road/Rail/Air) sponsored by institute/Sponsored project (code: _____).

He / She will be paid T.A. and D.A. as per rules of the Institute.

2. Accounts Officer is being advised to pay him/her Rs. _____ (Rupees

_____ only) as advance.

Dean (Research, Innovation & Entrepreneurship)

BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI

Leave Application for Project Student

Name of Student : _____ Roll No. _____

Project Code : _____ Project Name : _____

Designation (in project) : _____ Department : _____

Duty Leave Period of Leave : From To

Reason for Applying Leave : _____

Address While on Leave : _____

Contact No. _____

Signature of Student: _____ Date : _____

Name of P.I. _____

Signature of P.I. _____ Date : _____

Signature of Head

Departmental Seal

Leave Sanction Order

Sanction of Leave by the sanctioning authority for _____ days of duty Leave for the period _____ to _____ is hereby conveyed to the concerned applicant / department.

Department :

Signature of DRIE